

Event Organiser to:

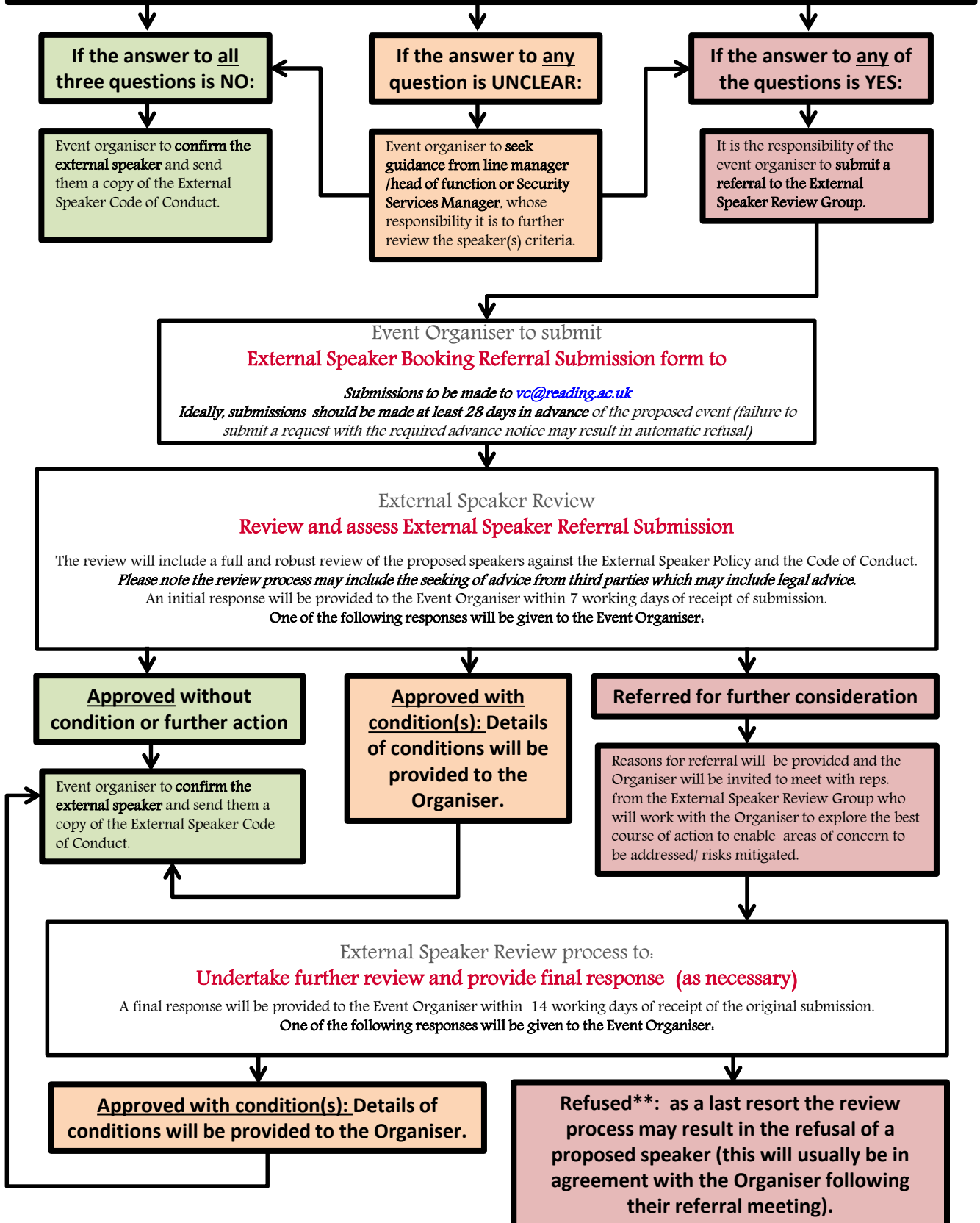
Undertake Local Assessment of proposed external speaker(s)

The event organiser will be responsible for assessing the speaker against the following set of questions.

Question 1. Has the speaker previously been prevented from speaking at Reading or another University or similar establishment?

Question 2. Does the proposed title or theme of the event present a potential risk that views/opinions expressed by speakers may be in breach of the External Speaker Code of Conduct?

Question 3. Is the proposed speaker/theme likely to attract attendance from individuals/groups that have previously been known to express views that may be in breach of the External Speaker Code of Conduct?



**** Making an appeal**

An Event Organiser has the right to appeal against a decision made by the External Speaker Review Group to refuse a speaker. Such an appeal must be **made within 7 days of receipt of the speaker refusal notification**. Appeals should be made in writing and sent **to the University Secretary, Whiteknights House, University of Reading, Reading, Berkshire. RG6 6AH. Appeals will be responded to within 7 working days from receipt of the appeal and the decision will be final.**

Version control

VERSION	KEEPER	REVIEWED	APPROVING AUTHORITY	APPROVAL	START DATE	NEXT REVIEW
1.0	Fiona Blair	Annually	UEB/Council	July 15	Sept 15	
1.1	Fiona Blair/ Vicky Baldwin	Annually	UEB/Council	Sept 17	Jan 18	July 18